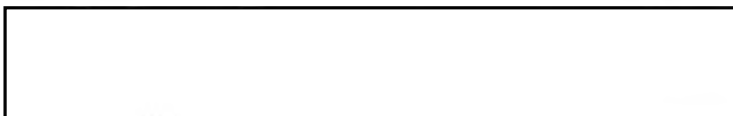


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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4 **Tab D - cont'd.**

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OS- 7/5

Identification Specialist

OS- 7

Information Control Officer

OS- 7/5

Equipment Specialist

Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

Tab D

NEW POSITIONS

Office of the Assistant Director

25X1

Title

Intelligence Assistant

Secretary-Steno

Intel Officer

Intel Officer

Intel Officer

Intelligence Assistant

Intelligence Assistant

Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

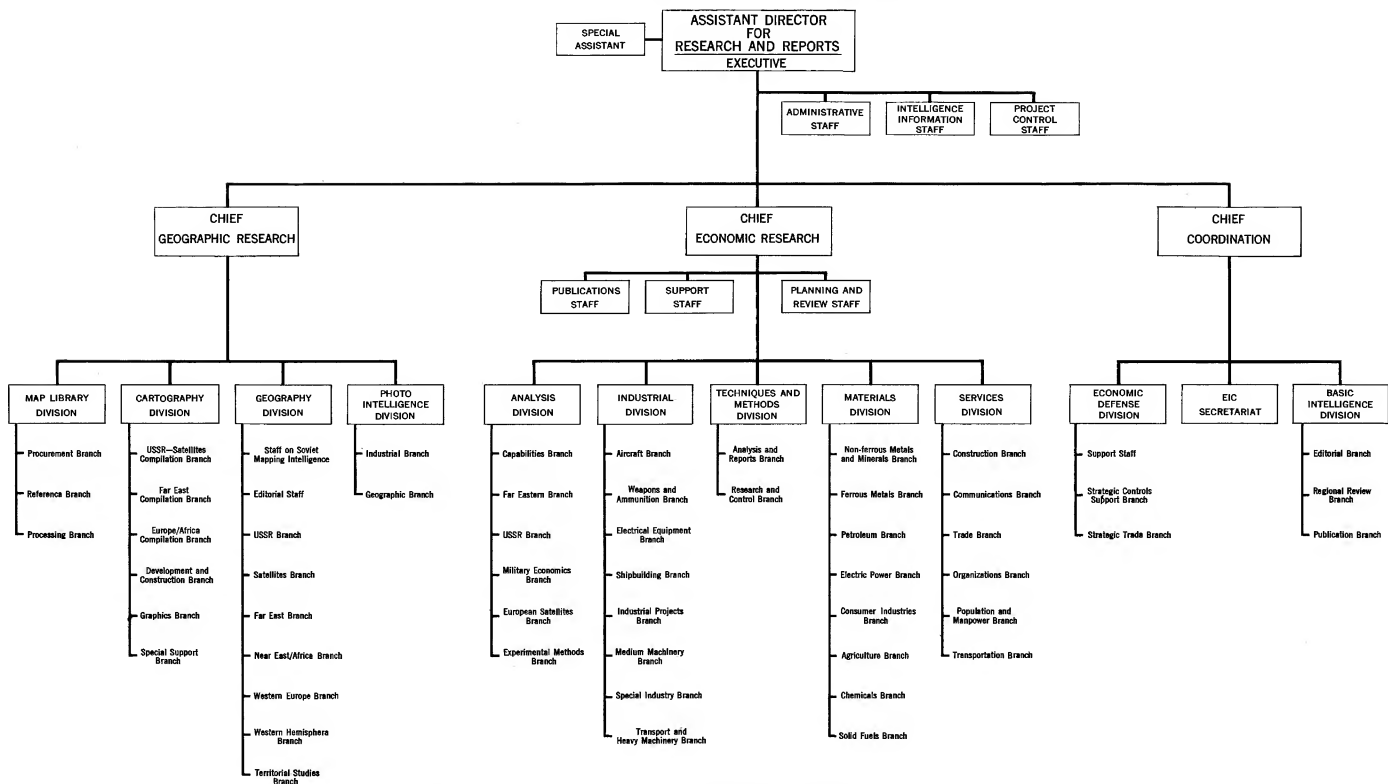
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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

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MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH : The Comptroller

ATTENTION : Management Improvement Staff

SUBJECT : ORR T/O Proposal

1. This Office has reviewed the proposed ORR T/O attached, basing its analysis largely on consideration of (1) new functional statements for the various components proposed; (2) the relationships and similarities between positions proposed and those appearing on the current T/O; and (3) the impact of the absorption of the Strategic Division positions and functions into the other divisions of the Economic Research Area.

2. As a result of this review, Office of Personnel grade recommendations are presented in Tabs B and D of the attachment, revisions being indicated in ink. In the Geographic Research Area, the Administrative Staff, the Intelligence Information Staff, and Techniques and Methods Division, which together include nearly [] of the proposed [] positions, and where comprehensive classification surveys have been conducted in the past few months, proposed staffing requirements are in line with survey findings. In the balance of the ORR components, where similar formal classification surveys are contemplated in the near future, some [] of the proposed positions are questioned as to grade. In all questioned cases, these positions will be listed on the T/O at dual grades (Office of Personnel's recommendations and ORR's proposals) and utilized subject to the following conditions:

a. No promotion actions will be submitted for grades above the Office of Personnel recommendations prior to the final determination of the appropriate grade.

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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030012-4

b. Where the duties of dual-graded positions are being performed by personnel at the higher grade, such personnel may be assigned in grade to the positions on an incumbency basis pending final resolution of the grade.

This procedure is considered necessary in view of the substantial functional changes involved and has the concurrence of the Office of the Deputy Director (Intelligence).

3. In addition to the Office of Personnel recommendations concerning the dual-grading discussed in paragraph 2 above, increases over the ORR proposed grade are proper in six instances, based on classification survey of the positions involved. The increases recommended by the Office of Personnel are shown in ink in Tab B of the attachment and have the concurrence of ORR.

4. With respect to Supergrade positions proposed for ORR the following comments are submitted:

a. The position of AD/RR is currently approved in GS-18. No change is proposed.

b. The position of Deputy Assistant Director/RR-Chief, Economic Research is currently approved in GS-17. The new position of Chief, Economic Research, proposed in GS-17 in lieu of the present GS-17 dual position, is consistent with the recommendation of the Supergrade Review Board but has not yet been approved by the Director of Central Intelligence. Accordingly, the existing Deputy Assistant Director-Chief, Economic Research position in GS-17 will be continued until the DCI approves the pending proposal.

c. The positions of Chief, Coordination and Chief, Geographic Research, proposed for allocation in GS-16, are being listed in their currently approved grades of GS-15 for T/O purposes. These positions have been recommended in GS-16 by the Supergrade Review Board but have not yet been approved in such grade by the DCI.

d. The Office of the DD/I has concurred in the above changes and action required.

5. The ORR proposed GS grade level average of 9.98 is approximately equal to that of the current ORR T/O as well as the average GS grade level currently approved for OCI and OSI.

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6. In consideration of the factors presented, it is recommended that the proposed T/O as amended be approved on an interim basis, subject to qualifications outlined in paragraphs 2 and 4.



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HARRISON G. REYNOLDS
Assistant Director for Personnel

Enclosure

Memorandum dated 29 January 1954,
to the DD/A from the AD/RR

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